

# Request Protected Address

# 1

To Get the Court Order  
Forms and Instructions



## **INSTRUCTIONS: HOW TO FILL OUT THE “REQUEST FOR PROTECTED ADDRESS”**

**USE THIS FORM ONLY** If you want to protect your address.

- Step 1:** Make sure your form is titled ***“Request for Protected Address”***.  
**Type or print clearly using black ink only.**
- Step 2:** In the top left corner fill in your name and check if you are the Petitioner or Respondent. If you filed the original action, you are the Petitioner. If the other party filed the original action, you are the Respondent.
- Step 3:** Fill in the names of the Petitioner and Respondent as they appear on your original paperwork.
- Step 4:** Fill in your case number where it says “Case No.” Your case number stays the same any time you file any papers in your case. Fill in your ATLAS number where it says “ATLAS No.” if you have one.
- Step 5:** Check the appropriate box as to why you are requesting a protected address and complete the information that is related to the box that you checked.
- Step 6:** Write in the day, month and year you signed the Request in the space provided. Then sign your name.
- Step 7:** Complete the ***“Order for Protected Address”*** by following steps 3 and 4.

Name: \_\_\_\_\_  
☐ Petitioner ☐ Respondent

ADDRESS PROTECTED

FOR CLERK'S USE ONLY

**SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY**

\_\_\_\_\_  
Petitioner

Case No. \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent

REQUEST FOR PROTECTED ADDRESS

I request the court to order that my address be protected from public disclosure, including disclosure to the opposing party(ies) in this case.

I reasonably believe that physical or emotional harm may result to me or my minor child(ren) if the my address is not protected from disclosure, for the following reasons:

☐ I have a valid Order of Protection in place issued by the following court:

\_\_\_\_\_

OR

☐ Other reasons briefly described below: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have listed my address on a separate sheet of paper for court use.

I understand that I have a continuing duty to provide the clerk of the court with a current and correct mailing address where I can be served with process until one of the events stated in Rule 7(D), Arizona Rules of Family Law Procedure occurs.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requester's Signature

**SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY**

\_\_\_\_\_  
Petitioner

Case No. \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent

**ORDER FOR PROTECTED ADDRESS**

Upon Request of ☐ Petitioner ☐ Respondent, and good cause appearing,

IT IS ORDERED that:

The address of ☐ Petitioner ☐ Respondent shall be protected from public disclosure until further order of this court.

The Clerk of the Court shall protect the address of ☐ Petitioner ☐ Respondent from public disclosure until further order of this court.

The Clerk and the parties hereto shall comply with the requirements of Rule 7, ARFLP.

Any person required under these rules to serve a response or other document upon a person whose address is ordered protected from disclosure under this rule may serve the same by delivering true and correct copies of the documents to be served, together with the proper fee established by administrative order to cover the cost of service, to the clerk of the court. The clerk shall promptly mail the documents by regular first-class mail to the most recent protected address provided to the clerk, and service shall be deemed complete upon mailing. The clerk shall promptly file a written statement verifying the documents that were mailed and the date of mailing to the protected address signed by the clerk or deputy clerk who mailed the documents. All documents mailed to a protected address shall bear the clerk's return address, and a notation of any process returned as undelivered shall be made in the court file.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer

## **PROCEDURES: WHAT TO DO WITH THE “REQUEST FOR PROTECTED ADDRESS” NOW THAT YOU HAVE FILLED IT OUT.**

If you have filled out the *“Request for Protected Address,”* here are the steps you need to take:

### **STEP 1: COPIES AND ENVELOPES.**

Make **2 copies** of the *“Request for Protected Address.”*

Make **1 copy** of the *“Order for Protected Address.”*

Prepare **1 envelope** stamped and addressed to you.

### **STEP 2: FILE THE ORIGINAL “Request for Protected Address”** with the Clerk of the Court and ask to have the copy of the Request stamped. This is called a conformed copy and is proof that the original was filed. The Clerk will also ask you to complete a “Red” form that they will retain for updating protected addresses.

### **STEP 3: PROCESSING YOUR REQUEST.** Give the following documents to Family Court Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge’s box, or mail the documents to the Judge.

- the original *“Order for Protected Address”* and 1 copy
- one copy of the *“Request for Protected Address”*
- the 1 envelope stamped and addressed to you

### **Step 4: WAIT TO RECEIVE A NOTICE FROM THE COURT.**

The Judge will either sign the original Order or deny your Request. If the order is signed, you will receive a conformed copy in the mail in the envelope you provided. If your request is denied, you will receive notice. If the Judge does not grant your Request, you may want to see a lawyer for help.

It should take approximately 5 days from the time the Judge receives your Request and Order to either sign your Order or deny your Request.